

~~SECRET~~

DD7S 71-3919

01 OCT 1971

MEMORANDUM FOR: Deputy Director for Support

SUBJECT : Senior Seminar Amenities

1. This is to request that the Senior Seminar be authorized to serve alcoholic beverages at the several evening sessions which involve dinner and guest speakers.

2. It is understood and agreed that the Chief of the Senior Seminar Staff will attend to all the details in accordance with the exemption granted in the attached letter to the Director by the Administrator of the General Services Administration.

3. Evening sessions scheduled at this time include:

25X1A Tues. 28 Sept. - COS Panel - [REDACTED]
Wed. 6 Oct. - Ambassador Foy Kohler
Tues. 12 Oct. - P. Claxton - State
25X1A Thurs. 21 Oct. - [REDACTED]

25X1A

[REDACTED]
Alfonso Rodriguez
Acting Director of Training

25X1A APPROVED: [REDACTED]
John W. Coffey
Deputy Director
for Support

8 OCT 71
Date

Distribution:
Orig & 2 - Adse (return to O/DTR)
2 - DTR
1 - D/DTR
2 - SS Chron. (1 w/h)

25X1A OTR/SS: [REDACTED] :cd (20 Sept. 71)

* FOR EXECUTIVE DINING
Room ONLY.

25X1A

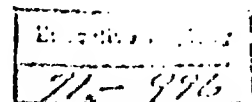
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FEB 22 1971

EDP
file



Honorable Richard Helms
Director, Central Intelligence
Agency
Washington, D. C. 20505



Dear Mr. Helms:

In response to Mr. Coffey's letter of January 25, authorization is hereby granted to you to serve alcoholic beverages at your headquarters in McLean, Virginia, as an exception to section 101-19.306 of the Federal Property Management Regulations and subject to the following:

1. The serving of alcoholic beverages will be completely arranged for by the hosting official, and General Services Administration building custodial, craft, or contract personnel will not be involved as participants, onlookers, or in any other manner.
2. The hosting official will be fully responsible for the proper management of affairs at which alcoholic beverages are to be served to assure appropriate conduct by participants at all times.
3. Full or partially filled alcoholic beverage bottles, glasses, or other containers will be handled so as to preclude GSA building custodial, craft, or contract personnel or other unauthorized persons from having access thereto during or following affairs at which alcoholic beverages are served.

Sincerely,

Robert L. Kunzig
Administrator

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INTERNAL

☐ CONFIDENTIAL

☒ SECRET

ROUTING AND RECORD SHEET

SUBJECT: (Optional)

Senior Seminar Amenities

FROM:

Acting Director of Training
1026 CofC Bldg.

EXTENSION

3245

NO.

DTR-6895

DATE

01 OCT 1971

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1. Deputy Director
for Support 7D18 Hqs.

2.

3.

4.

5. ~~Acting~~ Director of
Training 1026 CofC Bldg.

6.

EA

12 Oct DTM

7.

C/SS

10/12 DTS

8.

9.

10.

11.

12.

13.

14.

15.

What a mess of
Communication!
JSS